

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. M-58</b> <b>Page 1 of 1</b>
<b>Agency</b> TOWN OF RIDGELY		<b>Division/Unit</b> GENERAL ADMINISTRATION
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1)	ORDINANCES, RESOLUTIONS, AND CHARTER RESOLUTIONS.	PERMANENT RECORD TO BE MICROFILMED AND RETAINED AS A PERMANENT RECORD UNTIL NO LONGER REQUIRED BY THE TOWN, THEN TRANSFERRED TO MSA FOR PRESERVATION.
2)	MINUTES/TAPES OF GENERAL GOVERNMENT, BOARDS, AND COMMITTEES.	
3)	LEGAL OPINIONS.	
4)	OATHS OF OFFICE.	
5)	ZONING INFORMATION AND BUILDING PERMITS.	RETAIN UNTIL TERMINATION OF EMPLOYMENT AND FOR THREE (3) YEARS, THEREAFTER, THEN DESTROY.
6)	ELECTION RETURNS.	
7)	PERSONNEL FILES, TIME CARDS/SHEETS, APPLICATIONS, TRAINING, DISCIPLINE, PROMOTIONS, RESIGNATIONS, W-2 FORMS, AND PAYROLL DATA.	
8)	ELECTION RECORDS AND DATA NOT INCLUDING ELECTION RETURNS AND VOTER REGISTRATION DATA.	RETAIN FOR FIVE (5) YEARS THEN DESTROY. DIRECTIVES AND OTHER MATERIAL RELATING TO PLANNING AND POLICY THAT PERTAINS TO THE DEVELOPMENT OF THE TOWN OF RIDGELY, RETAIN PERMANENTLY FOR ARCHIVAL STORAGE.
9)	GENERAL FILES INCLUDING INCOMING AND OUTGOING CORRESPONDENCE, MEMORANDA REPORTS, STUDIES, SURVEYS, PRESS RELEASES, NEWSPAPER CLIPPINGS, DIRECTIVES AND OTHER MISCELLANEOUS PAPERS RELATING TO THE ADMINISTRATION OF THE TOWN OF RIDGELY.	
Schedule Approved by Department, Agency, or Division Representative. Date 7/17/97 Signature <i>Michael Downes</i> Typed Name J. MICHAEL DOWNES Title TOWN ADMINISTRATOR		Schedule Authorized by State Archivist Date AUG 14 1997 Signature <i>Edward C. Papenfuss</i>